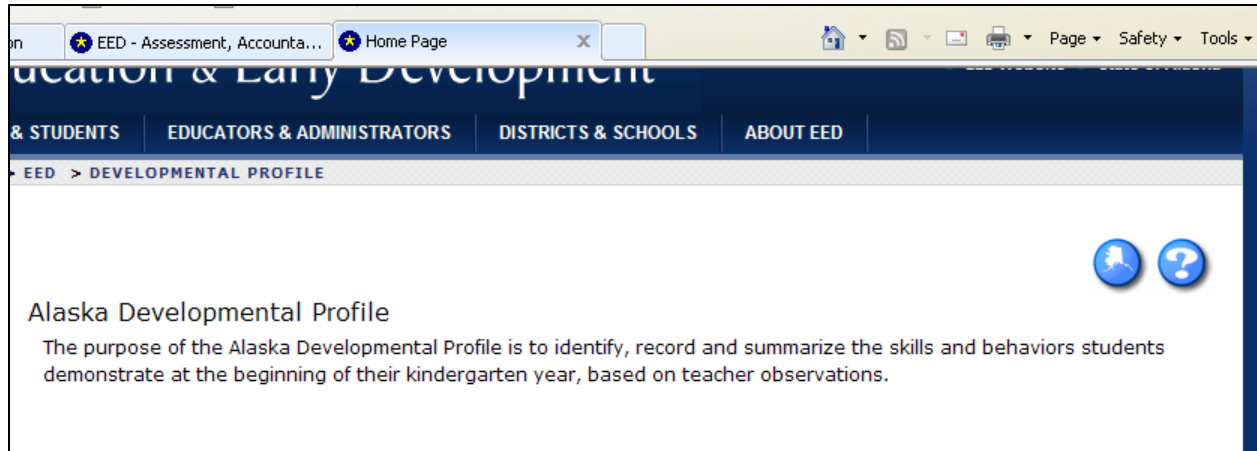


Alaska Developmental Profile Web Site User's Guide

Please note that there is a troubleshooting guide at the end of this document.

Choose the link at <https://education.alaska.gov/tls/assessment/developmental.html> to record scores for the DP.



Follow the directions for logging on posted on the DP recording site home page. Your login name is your first initial and full last name in lower case letters. For instance, John Doe would be jdoe.

You must have an Alaska teaching certificate to log in and you must type in your first initial and last name exactly as it appears on your teaching certificate. This includes any hyphens or other punctuation.

IMPORTANT: If you are uncertain of the name on your certificate or whether you currently have a certificate, please check using the Teacher Certification public database at <https://education.alaska.gov/TeacherCertification/CertificationsSearch.cfm>.

Once logged in, you will choose your school district and school.

On the school page, scroll down to see the list of available students. The student list will probably not be completely up-to-date because the Alaska Student ID System records initial school of enrollment. If school enrollment has changed or the student is outside of the default age range, the student will not show up on your school list.

The dates will be updated for each year to show students who are age eligible for kindergarten for the current school year.

Available Student List

(Scroll up to see list of [selected students](#))

The list of available students was generated from the information district staff entered in to the Alaska Student ID System (ASIS). If students have changed schools after being entered into ASIS, this change will not show up in the DP web site. The list of available students shows all students who turned 5 on or after September 2, 2003. Use the manual lookup to search for students who do not show up in the school list.

| Available Students | | | | | |
|--------------------|-------------|--------|------------|-----|-----|
| AK ID | Last Name ▲ | Middle | First Name | M/F | DOB |
| 27 | | | | | 04 |
| 28 | | | | | 004 |
| 27 | | | | | 04 |
| 28 | | | | | 05 |
| 26 | | | | | 004 |
| 2 | | | | | 04 |

Double clicking on the name of your student in the Available Student List will move the student's name to Selected Students.

[Log Out jfof](#)

Developmental Profile

[Change School](#)
[Pick Students](#)
[Profile Students](#)
[Student Summary](#)

Double click to move student from Available list to Selected list. This will make the student unavailable to any other teacher to profile. (Please note: Some browsers will require the page to be [refreshed](#) to show movement from Available student list to Selected student list.) To remove a student from the Selected list, double click on the student name.

After selecting your students, click the 'Profile Students' button directly below your Assigned Students to continue.

Selected District: [Juneau Borough Schools](#)
 Selected School: [Gastineau Elementary](#) [Change School](#)

Gastineau Elementary Selected Students

(Scroll down to see list of [available students](#))

| Selected Students | | | | | |
|-------------------|-------------|--------|------------|-----|-----|
| AK ID | Last Name ▲ | Middle | First Name | M/F | DOB |
| 0 | | | | | |
| 27 | | | | | 03 |
| 27 | | | | | 03 |
| 24 | | | | | 03 |
| 17 | | | | | 03 |
| 24 | | | | | 04 |
| 78 | | | | | 003 |


1 / 1 50 7 Row(s)

Profile Students

To record ratings for students, select Profile Students.

Once on profile page, select student to profile by clicking once on the student name.

You will be taken to the page to record ratings.



[Log Out jfoy](#)



[Change School](#)

[Pick Students](#)

[Profile Students](#)

[Student Summary](#)

Update Record

| AK ID | Last Name | Middle | First Name | Gender | DOB | Grade | Attended Preschool |
|--------|-----------|--------|------------|--------|----------|--|---|
| 0_1025 | mouse | | mickey | M | 9/2/2002 | <input checked="" type="radio"/> 01 <input type="radio"/> KG | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Physical Well-Being, Health, and Motor Development

1. Demonstrates strength and coordination of Large Motor Muscles

- Runs with an even gait and with few falls
- Maintains balance while bending, twisting or stretching
- Moves body into position to catch a ball, then throws the ball in the right direction
- Kicks large ball to a given point with some accuracy
- Able to alternate weight and feet while skipping or using stairs

Rating

☐ Does Not Demonstrate

☐ Progressing

☒ Consistently Demonstrates

2. Demonstrates strength and coordination of Small Motor Muscles

- Cuts, draws, glues with materials provided
- Copies several letters or shapes
- Able to manipulate clothing fasteners (e.g., buttons, snaps, Velcro, zippers)
- Puts together and pulls apart manipulatives (e.g., blocks, beads, cubes) appropriately

Rating

☐ Does Not Demonstrate

☐ Progressing

☒ Consistently Demonstrates

Social and Emotional Development

After entering all rating, select Save Record. Select Profile Students link at the top of the page to continue to record ratings for other students.

11. Demonstrates phonological awareness

- Participates in and/or creates songs, rhymes, and games that play with sounds of language (e.g., claps out sounds or rhythms of language)
- Identifies initial sound of words, with assistance (e.g., book begins with the /b/ sound)
- Finds objects in a picture with the same beginning sound, with assistance
- Differentiates between similar-sounding words in pronunciation and listening skills (e.g., three and tree)

Rating

☐ Does Not Demonstrate

☐ Progressing

☒ Consistently Demonstrates

12. Demonstrates awareness of print concepts

- Demonstrates how to follow text in proper order on a written page while reading or following along (e.g., for English, left to right and top to bottom)
- Recognizes difference between letters, words, and numerals
- Points to the title of a book when asked
- Reads own first name
- Reads several examples of environmental print (e.g., boys, girls, exit, cereal boxes)

Rating

☐ Does Not Demonstrate

☐ Progressing

☒ Consistently Demonstrates

13. Demonstrates knowledge of letters and symbols (Alphabet knowledge)

- Recognizes several upper case and lower case letters
- Prints several alphabet letters for given letter names
- Writes several upper case and lower case letters
- Writes his or her first name
- Recognizes letters in his or her name

Rating

☐ Does Not Demonstrate

☐ Progressing

☒ Consistently Demonstrates

Please Note: Partial records cannot be saved.
Ensure all entry is complete before saving record.

Profile Students page will show which students have been profiled.

[Log Out jfoy](#)
[Change School](#)
[Pick Students](#)
[Profile Students](#)
[Student Summary](#)

Developmental Profile Available Students

Click Student to Update/Review Profile

Selected District: **Juneau Borough Schools**
 Selected School: **Gastineau Elementary**

Gastineau Elementary Profirable Students

| Available Students | | | | | | |
|--------------------|-------------|--------|------------|-----|----------|------|
| AK ID | Last Name ▲ | Middle | First Name | M/F | DOB | DONE |
| 0_1025 | mouse | | mickey | M | 9/2/2002 | Yes |
| 2 | | | | | | Yes |
| 2 | | | | | | No |
| 2 | | | | | | No |
| 2 | | | | | | No |
| 17 | | | | | | No |
| 24 | | | | | | Yes |
| 74 | | | | | | Yes |

Internet 100%

If a student is not on the class list, you can do a search on the Pick Students page and manually add students. The search will only find students initially enrolled in your district. If students move to another district after being enrolled in the Alaska Student ID System, they will not show up in the search.

You need to know the student's date of birth to do a search. The search will look for students up to 7 years of age.

Manual Lookup/Add Unlisted Student




Perform manual lookup of student/create new student if no match found. (* required)

First Name: *
 Middle Initial:
 Last name: *
 Date of Birth: *
 Gender: Male: ☒ Female: ☐ *

Available Student List
 (Scroll up to see list of [selected students](#))

The list of available students was generated from the information district staff entered in to the Alaska Student ID System (ASIS). If students have changed schools after being entered into ASIS, this change will not show up in the DP web site. The list of available students shows all students who turned 5 on or after

If the search does not find a student, you can automatically add the student to the list of selected students.

[Log Out jfoy](#)

[Change School](#)
[Pick Students](#)
[Profile Students](#)
[Student Summary](#)

No student record found. Add student to class list by choosing "Create Student Record" button.

Fields

First Name: *

Middle Name:

Last Name: *

Suffix:

Date of Birth: *

Gender: Male: ☒ Female: ☐ *

Memo:

Create Student Record

[Back to List](#)

The student will then be added to the list of selected students. The DP system will assign an id number instead of using the state student id number. This will be corrected by EED at the end of the data collection period for the DP.

Selected District: [Juneau Borough Schools](#)
Selected School: [Gastineau Elementary](#) [Change School](#)

Gastineau Elementary Selected Students

(Scroll down to see list of [available students](#))

| Selected Students | | | | | |
|-------------------|-------------|--------|------------|-----|----------|
| AK ID | Last Name ▲ | Middle | First Name | M/F | DOB |
| 0_1025 | mouse | | mickey | M | 9/2/2002 |
| 0_1026 | Duck | | Donald | M | 8/1/2005 |

Troubleshooting Guide for the Developmental Profile

Please read this document carefully before contacting the EED Help Desk. The help desk email address is at the end of this document.

Trouble logging in?

Do you currently have an Alaska teaching certificate? Are you using the name on your certificate? (Have you changed your name because of a divorce, marriage, etc.?) You can check using the public web site at

<https://education.alaska.gov/TeacherCertification/CertificationsSearch.cfm>.

Enter your first initial and last name in lower case letters exactly as it appears on your certificate. For example, if your name is Albert McWilliam-St.Cloud on your certificate, this is how you would enter your user name: amcwilliam-st.cloud

Do you have a current teaching certificate?

If you do not have a teaching certificate, you must contact Teacher Certification. The web site for Teacher Certification is <https://education.alaska.gov/TeacherCertification/>.

When you add a student manually, why is the state id not shown?

You have added a student manually but notice the id number shown with the student is not the state student id. The DP web site assigns a number to students added manually that is not the state student id. This will be corrected by EED after the data collection period for the DP is over.

Why is the school list not completely current?

The school list of kindergarten students will probably not be completely up to date. The school lists are generated by information district staff input into the Alaska Student ID System (ASIS). The initial school of enrollment is entered into the ASIS. This is usually the current school for most kindergarten students. However, if a student moves after initial enrollment or was in a state-funded preschool, the school list will not be up to date. Students not on the school list need to be added manually.

Help Emails

If you are having any problem with the DP web site, please email eed.helpdesk@alaska.gov.

If you have a program question, please email jeanne.foy@alaska.gov.